**City of Jacksonville, Florida**

*Lenny Curry, Mayor*

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

**MEMORANDUM**

**TO:** **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

**FROM:** **Gregory Pease, Chief of Procurement**

**DATE:** **December 5, 2017**

**RE:** **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

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Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor for **Permanent Supportive Housing Development.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

***CSPEC APPROVAL***

| | |
|---|---|
| Finance Director or designee | Procurement Director or designee |
| General Counsel or designee | Department/Agency Representative |
| Public Works Director or designee | |

**City of Jacksonville, Florida**

*Lenny Curry, Mayor*

Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
(904) 255-8200
Jacksonville, FL 32202
www.coj.net

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**MEMORANDUM**

DATE: December 5, 2017

TO: Gregory Pease, Chairman
Chief of Procurement

THRU: Stephanie Burch, Esq., Director
Neighborhoods Department

FROM: Diana M. Seydlorsky, Chief
Housing & Community Development Division

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Please take appropriate action to issue a Request for Proposal (RFP) for the referenced Competitive Sealed Proposal.

The following information is furnished in accordance with Section 126.204 of the City Ordinance Code.

1. The general purpose of the service or study and why evaluated process is more effective for this service: *The evaluated bid process is required due to the complexity of multilayered projects in the creation of permanent supportive housing. Projects of this caliber cannot use the annual Universal Application, at this time; therefore, the evaluated process is the most effective way to select the Developer.*

2. The Objective of the study or services: *To procure a Developer for the creation of permanent supportive housing.*

3. The estimated period of time needed for the service or study: *18 months*

4. The estimated cost of the service or study: Funds available approximately *$1,500,000.00*

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: *Would not duplicate.*

6. List of current contracts or prior services or studies which are related to the proposed study or service. Special Needs Affordable Housing, *NSP 1 & NSP 3*

7. A statement as to why the service/study cannot be done by department or agency staff: *Public State funding is partially a pass through grant for the creation of affordable housing units in partnership with various agencies. Funding will be in the form of a 0% non-amortizing deferred payment loan for a fifteen (15) year affordability period on rehabilitation projects or for a twenty (20) year affordability period on new construction projects*

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee:

   ***Diana M. Seydlorsky, Chief*** ***904-255-8204***
   ***Dayatra M. Coles, Affordable Housing Administrator*** ***904-255-8216***

9. A project funding account number: *Index: ERCD1N7; Sub-object: 08304; Grant: HCS001; Grant Detail: 1804*

## Fleming, Chelsey

**From:** Nunziato, Christine
**Sent:** Friday, December 01, 2017 10:44 AM
**To:** Fleming, Chelsey
**Cc:** Pease, Gregory; Pearson, Daniel
**Subject:** FW: Permanent Supportive Housing RFP
**Attachments:** GC-#1167356-v1-Permanent_Supportive_Housing_Proposed_RFP.11.15.17 (2)RM Redline 11.30.17.doc; GC-#1167356-v1-Permanent_Supportive_Housing_Proposed_RFP.11.15.17 (2)RM Redline 11.30.17.pdf

Hi Chelsey. Would you please prepare RFP? Greg would like to get this on next week's agenda so please get it to me in time to review. Thank you.

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**From:** Pease, Gregory
**Sent:** Friday, December 01, 2017 10:17 AM
**To:** Nunziato, Christine
**Cc:** Pearson, Daniel
**Subject:** FW: Permanent Supportive Housing RFP

Please assign to one of the Analysts for completion. We'd like to get it on for next week. Thanks.

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202
Ph. 904.255.8801
Fax 904.255.8838

**CITY OF JACKSONVILLE**

****** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ******

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**From:** Willis, Ann **On Behalf Of** RiskReview
**Sent:** Thursday, November 30, 2017 8:40 AM
**To:** Pease, Gregory; RiskReview
**Cc:** Teal, Jason; Adamson, Julie; Seydlorsky, Diana; Burch, Stephanie; Duckworth, Twane
**Subject:** RE: Permanent Supportive Housing RFP

Please find attached Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management approved pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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**From:** Pease, Gregory
**Sent:** Wednesday, November 29, 2017 5:40 PM
**To:** RiskReview
**Cc:** Teal, Jason; Adamson, Julie; Seydlorsky, Diana; Burch, Stephanie; Duckworth, Twane
**Subject:** RE: Permanent Supportive Housing RFP

Twane,

Please review the attached RFP as quickly as possible. This one has a sense of urgency attached to it from the 4th floor. Let me know if you have any questions.

Thanks,
Greg

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202
Ph. 904.255.8801
Fax 904.255.8838

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